# FORM FINDER HELP

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| "I want to …" | Begin by clicking on the arrow next to "I want to…." <br><br> On the drop-down menu, find the activity you want to perform by using the scroll bar on the right. Click on the activity. <br><br> You may see another drop-down arrow next to a red asterisk. Click on the drop-down arrow and then click on the option you want. |
| File # | If you know the entity file number, enter it into the File # box with no spaces or dashes. Click on the green check to the right. The entity name will pop up in the Entity Name box. Click on the "Search" button in the upper right corner of the page. |
| Entity Name | Type in the entity name or partial name. Click on the green check to the left. The complete name of the entity will pop up in the Entity Name box and the File # box will show the file number. Click on the "Search" button in the upper right corner of the page. |
| Reset | Located in the upper right corner of the page. <br> Click on reset to clear all fields and start over. |
| Search | Located in the upper right corner of the page. <br> Enter either a file number or entity name, then click on the green check, then click on Search. A Search List will display, listing document types. |
| Search List | After the Search button is clicked, a Search List displays showing the document types that pertain to the activity you selected. Click on the document you want, then click on the "Proceed" button in the upper right corner of the Search List box. |
| Green Check | The green check next to the File # box must be checked after entering either a file number or an entity name. |
| Binoculars | The binoculars next to the File # box opens a search window that may be used to search for an entity by name or file number. |
| Red "X" | The Red "x" next to the File # box can be used to clear the File # or the Entity Name field without resetting the entire page. |